

Auburn Parks, Arts & Recreation

Petpalooza 2024

General Vendor Application

Deadline: April 12, 2024



Date: Saturday, May 18, 2024

Time: 10:00 a.m. – 5:00 p.m.

Location: Game Farm Park, 3030 R Street SE

Event profile: An event for pet lovers and a special day for your four-legged family member or other furry friend. The event kicks off with the 9:30 a.m. Dog Trot Fun Run. The event, free to attendees, also includes live entertainment, Frisbee dog activities, pet contests, inflatable rides and other children's activities, adoptions, a variety of vendors (150+), a Food Court and lots of activities to keep both humans and pets entertained.

Anticipated event attendance: 12,000+

Selection Criteria and Booth Information:

- Booths are uncovered 12' x 12' space (activity vendors may be granted additional space). Vendors must supply their own materials (canopies, tables, electrical cords, signs, etc.) and are responsible for all set-up and take-down. Vendors are required to stay in their assigned space and required to stay for the duration of the event.
- Payment must accompany application. Unapproved applications and payments will be returned to you.
- Any vendor that has animals on-site (for display or adoption) must provide the City of Auburn with a copy of their liability insurance. Accepted activity vendors (and those required vendors) must provide proof of insurance, by April 30, 2024 for two million (\$2,000,000) dollars naming the City of Auburn as additional insured.
- Craft Artists must submit photographs or images of your work. Mail with your application or email to: events@auburnwa.gov with "Petpalooza 2024" in the Subject line. Include a self-addressed stamped envelope if you mail photographs that you want returned.
- Electricity is available on a limited basis (see below for fee structure). If you're bringing your own source of temporary power, you're required to obtain and L&I Permit and schedule your inspection. Please contact L&I directly (a minimum of 10 working days prior to the event) at 206-835-1000.
- The City of Auburn does not require a percentage of sales. Vendors keep all of their revenue.
- No refunds after the early application deadline of April 12, 2024. Prior to the deadline, refund will be given less \$5.00.
- Complete event information will be e-mailed in early May.
- Rules, regulations and event details are subject to change based on State of Washington COVID-19 related guidelines.

General Vendor Definitions and Fees

Please check the appropriate fees. Enter quantities where necessary. We may be unable to accommodate requests for multiple booth spaces.

Non-Profit/Rescue Vendor or Animal Club: Any pet-related, non-profit agency or club. Non-profit certificate must accompany application form to receive non-profit rate. Vendors in this category are limited to no more than two booth spaces.	\$15 - on or before April 12 \$18 - after April 12	\$
Arts & Craft Vendor: Handmade pet crafts/items. Commercially produced and imported goods will not be accepted in this category. Artists must submit photographs or images of your work (see above).	\$45 - on or before April 12 \$54 - after April 12	\$
Activity Vendor: Any business/organization who provides an animal/pet related activity. Activity Vendors may charge fees for their activities. Activity vendors must provide proof of insurance (see below). Activity vendors may be approved for more than a 12' x 12' space.	\$125 - on or before April 12 \$150 - after April 12	\$
Service Vendor: Any professional whose primary purpose is to provide an animal/pet related service. Service vendors may charge fees and/or distribute marketing materials.	\$110 - on or before April 12 \$132 - after April 12	\$
Commercial/Retail Vendor: For example, a business, enterprise, firm, company or other organization engaged in the trade of goods, services or both to consumers to make a profit for their company.	\$350 - on or before April 12 \$420 - after April 12	\$
Electricity: Check amps needed. Limited support available.	<input type="checkbox"/> 1-29 amps/1-3,480 watts = \$50 # of amps/watts needed: _____ <input type="checkbox"/> 30-50 amps/7.2kw-12kw = \$100 # of amps/watts needed: _____ <input type="checkbox"/> 50 amps/12kw (call for pricing)	\$
TOTAL (ADD ALL LINES, FILL IN PAYMENT INFORMATION ON REVERSE)		\$

APPLICATION DEADLINE IS APRIL 12, 2024

Applications received after April 12 will be considered on a space-available basis. Opportunities are available through various event sponsorships. Contact events@auburnwa.gov or 253-931-3043 for more details.



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Contact Name:		
Business Name: (**Non-profit certificate must accompany application form to receive non-profit rate).		
Have you participated in Petpalooza before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year(s)?	Will you have adoptable or rescue animals at the festival? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Vendors with adoptable animals on-site must provide proof of insurance, by April 30, for two million dollars (\$2,000,000), naming the City of Auburn as additional insured.)</small>	
Address		
City	State	Zip
Phone	Website	
Email	Do you/your group plan to stay in an Auburn hotel related to this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many people will use hotel? _____	
Describe any special set-up or space requirements:		

Please include a complete list of items that you plan to sell or activities/services that you wish to charge for. General vendors are not permitted to give-away or sell food or beverage items and are only approved to sell items listed on this form. (Attach additional items on a separate piece of paper if necessary):

1.	\$	4.	\$
2.	\$	5.	\$
3.	\$	6.	\$

PAYMENT INFORMATION (Total \$_____)			
Method of Payment (check one)	<input type="checkbox"/> Check enclosed (Make payable to Auburn Parks, Arts & Recreation) <input type="checkbox"/> Credit Card (fill in information below)		
Cardholder Name (Please Print)	Card Type (Check One): <input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover		
Card Number	Security Code	Exp. Date	
Cardholder Signature		Date	

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of the booth by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

RELEASE – The Applicant is fully aware that there are special dangers and risks inherent in this activity, including, but not limited to, serious physical injury, death or other harmful consequences, that may arise directly or indirectly from participation in this activity and harm the Applicant listed above or its individual members. Being informed of these risks and in consideration of being allowed to participate, we assume all risk of injury, damage, and harm to any member arising from participation. The Applicant agrees to indemnify, defend, and hold harmless the City, its officials, employees, volunteers, and agents from all causes of action, claims, and fees arising from its participation, except those arising from the City's sole negligence, and waive any right of recovery against the City for personal injury, death or other consequences occurring from participation in this activity. I agree that I have authority to enter into this agreement for the Applicant. I also agree I have read and agree to the conditions outlined in the "Selection Criteria and Booth Information" on the reverse side of this application.

COVID-19 WAIVER LANGUAGE - 1. I agree that I and/or persons in my family involved in any way in the Program will fully comply with all federal, state, county and City ordinances, codes, rules, regulations, executive and/or emergency orders, and to strictly follow the protocols as directed by the Centers for Disease Control and Prevention, the United States Department of Labor Division of Occupational Safety and/or the Washington State Department of Health Services, arising from, addressing, or related to COVID-19 and/or any other threats to public health. 2. agree that effective physical distancing and proper hygiene can be only be accomplished through personal responsibility and it is each person's individual duty to protect themselves, their families and the community, and doing so is the sole responsibility of myself, Participant (if other than me), the other participants, and the other parties involved in the Program, not the responsibility of the City. 3. By signing this agreement, I acknowledge the contagious nature of COVID-19 and the risk that my child or children and I may be exposed to or infected by COVID-19 by attending City of Auburn activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at City of Auburn activities may result from the actions, omissions, or negligence of myself and others, including but not limited to City of Auburn employees, volunteers, and program participants and their families. 4. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child or children or myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense or any kind, that I or my child or children may experience or incur in connection with my child or children's attendance at City of Auburn activities or programming. On my behalf and on behalf of my child or children, I hereby release, covenant not to sue, discharge, and hold harmless and indemnify the City of Auburn, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City of Auburn, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City of Auburn program.

Signature: _____ Date: _____

PHOTOCOPY FOR YOUR RECORDS AND RETURN ORIGINAL FORM BY APRIL 12, 2024 TO:
 Auburn Parks, Arts & Recreation Department – Petpalooza • 910 9th Street SE • Auburn WA 98002
 Fax 253-931-4005 • events@auburnwa.gov • For more information, call 253-931-3043